

## To: All Procurement and Contracting Officers

As the Procurement and Contracting Officer (PCO) for your agency, board, commission, or department, the Department of General Services (DGS), Procurement Division (PD), announces the availability of the Special Category NCB Request process. The Special Category NCB process implements the provision contained in paragraph 11 of Management Memo 02-19, Attachment D. This paragraph allows departments to request approval of DGS "in writing that for a specific type of category of goods or services if there is no viable competition, or that due to critical time requirements such competition cannot be completed by the exercise of reasonable efforts prior to the time such goods or services are required."

The Special Category NCB Request form with instructions for its use is available on the DGS-PD website at:

<http://www.pd.dgs.ca.gov/mgmtmemo.htm>.

All completed and appropriately signed forms must be submitted for review and approval to:

Department of General Services  
Procurement Division  
One-Time Acquisitions Section  
707 Third Street, 2nd Floor  
West Sacramento, CA 95605

Please direct your questions and comments to the contacts listed on the Management Memo 02-19, Revision 3, dated January 21, 2003.

Very truly yours,

Janice King

JK:jh  
cc Delegation Contact